



## State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012,  
Bismarck ND 58505-0310

A Division of the Office of Management & Budget

### Contract Information

<b>Term Contract Name:</b>	Coupon Books
<b>Term Contract Number:</b>	018
<b>Contract Period:</b>	06/01/2006 through 05/31/2007
<b>Contract Administrator:</b>	Dillys Bach
<b>Phone Number:</b>	701-400-4589
<b>Fax Number:</b>	701-328- 0109

### Contractor Information

<b>Contractor Name:</b>	National Computer Print, Inc. (NCP Solutions) 5200 East Lake Blvd Birmingham, AL 35217
<b>Service Representative:</b>	Rosemary Smith
<b>Toll Free Telephone Number:</b>	N/A
<b>Telephone Number:</b>	205-421-7200
<b>Fax Number:</b>	205-849-6605
<b>Email Address:</b>	<a href="mailto:info@ncpsolutions.com">info@ncpsolutions.com</a>

**Ordering and Billing Information:** Orders will be issued by individual agencies and billings are to be submitted as indicated in the purchase orders.

**Purchasing Cards:** The procuring agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The contractor will accept a purchasing card without passing the processing fees for a purchase card back to the procuring agency.

**Freight Charges and Delivery:** Additional orders to be f.o.b. Bismarck, North Dakota and must be made within 30 days after receipt of the purchase order. If delivery requirements cannot be made within the specified time, the vendor must notify the ordering agency in writing of the delay and the approximate date delivery may be expected.

**General Terms and Conditions: Title:** Title to items ordered shall not pass to the state until the items are received and accepted by the state. The contractor shall be responsible for any loss prior to the actual receipt of the items by the state or its agent.

**Investigations:** The state reserves the right to make an investigation or investigations of the materials, equipment, supplies, qualifications or facilities offered by the apparent low

bidder or bidders. This investigation would be to determine whether or not the apparent low bidder or bidders could meet the requirements set forth in the solicitation.

**Material and Workmanship:** All material and workmanship shall be subject to inspection and testing by the state either at: (1) the point of manufacture; or (2) place of storage; or (3) upon receipt.

**Pricing and Tax Information: Taxes:** The price is to be less federal and state taxes, for which exemption certificates will be furnished upon request.

The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-001K.

**Pricing for Coupon Books:**

12 Month Payment Book	\$.59/EA First Class Postage Extra
24 Month Payment Book	\$0.70 EA First Class Postage Extra
Special Order Books	Same as 12 Pay or 24 Pay
<b>Additional options:</b>	
1098 Standalone Statements Includes standard form, Standard mailing envelope, Social security solicitation and FHA/PMI printed on statement.	\$ .11 each plus \$ .025 presort charge
Laser Overlay Inserts	\$.05/\$150.00 overlay charge per side (includes duplex laser printing)
In-Book Escrow Statements	\$ .08 per page (includes duplex laser printing)
Handling Charge (mail books directly to customer). Includes Mailer Envelope	Included
Advertising Messages	No Charge
Mailing Address Labels	No Charge
Logo on Front Cover	No Charge \$150 Setup for new and \$50 revision fee for existing
Production Journals	\$.75/1 <sup>st</sup> page – \$1.50/2-25 pages
NCPTrack Online tracking jobs submitted	No Charge
Bulk Shipping of Coupon Books – Handling Charge	\$10.00 per 200 books per order

Online ordering	\$.50 per customer book ordered
Manual Order Data Entry Charge	\$.75 per customer book ordered
File Transfer Protocol (FTP)	No Charge

#### ITEM DESCRIPTION

- Printed on high quality 24# MICR bond paper
- High quality MICR encoding
- Logo
- Self-adhesive detachable return label
- Complete return address printed on each coupon in book
- Imprint of any applicable late penalty information on each coupon
- Ability to imprint optional seasonal messages
- Separate designs/colors for each payment type
- 6" X 2-3/4"
- On name/address change form, specify home phone# and work phone#
- Method of ordering: Must be able to receive orders via magnetic tape and via Internet or Modem.

**Delivery:** Printing and shipment of standard orders within 1-2 working days.

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